

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER  
AND SCHOOL AND FORT SAM HOUSTON  
2250 Stanley Road  
Fort Sam Houston, Texas 78234-6150

AMEDDC&S & FSH Circular  
No. 350-01-2

1 March 2002

Expires 30 September 2002  
Training

**PRIMARY CLASSROOM ASSIGNMENTS FOR FISCAL YEAR 2002**

1. **HISTORY.** This is the first printing of this publication.
2. **PURPOSE.** To assign primary classrooms to individual teaching departments within the U.S. Army Medical Department Center and School (AMEDDC&S) and other activities within the U.S. Army Medical Department Center and School and Fort Sam Houston (AMEDDC&S and FSH), and outline the responsibilities inherent to those assignments.
3. **REFERENCES.**
  - a. Army Regulation 190-13, The Army Physical Security Program.
  - b. U.S. Army Medical Department Center and School Memorandum 1-2, Classroom and Audiovisual Support Procedures.
4. **GENERAL.** Classrooms at the AMEDDC&S are either dedicated or general. As directed, classrooms are the responsibility of individual teaching departments. Ownership implies the primary user of a room. Secondary user implies another department or AMEDDC&S and FSH activity that wishes to schedule a room "owned/maintained" by the primary user.
  - a. Departments/activities will adhere to the following classroom scheduling priorities:
    - (1) Student classes (military training).
    - (2) Other training (civilian, college classes, post, etc.).
    - (3) Meetings for on-post groups/organizations.
    - (4) Off-post requests.
  - b. Departments/activities will adhere to the following scheduling priorities for Blesse Auditorium:
    - (1) Official ceremonies/meetings.
    - (2) Student classes (military training).
    - (3) Other training (civilian, colleges, post, etc.).
  - c. Event/ceremony practices (i.e., graduation, parades, etc.) will not be scheduled during normal duty hours.
  - d. Primary room assignments have been made considering the usage recorded by the Training Systems Support Branch (TSSB), Department of Academic Support and Quality Assurance (DASQA), Academy of Health Sciences (AHS), and other requirements as determined by the Dean, AHS. Primary room assignments are at

Appendix A. Periodic assessments may dictate adjustments to these primary room assignments. The Defense Medical Readiness Training Institute will be assigned rooms, by the TSSB, for conduct of weekend training courses.

e. The AMEDDC&S supports the college program for soldiers and their dependents. The TSSB will coordinate the use of classrooms for college classes with the post Education Center.

f. Organizations and/or individuals that are using a classroom in which they are not the primary user, will be responsible for all equipment in that classroom during their scheduled time.

## 5. RESPONSIBILITIES.

### a. Office of the Dean, AHS.

(1) Establishes all policies pertaining to scheduling, usage, and maintenance of classrooms.

(2) Approves primary classroom assignments and requests for changes.

(3) Directs responsibilities for maintaining individual classrooms to departments and activities assigned primary responsibility.

(4) Convenes ad hoc AHS Space Utilization Committee, as required.

### b. Training Systems Support Branch, DASQA, AHS.

(1) The Chief, TSSB, and scheduling personnel.

(a) Provides recommendations to the Dean, AHS, regarding primary room assignments and requests for change, modification, etc.

(b) Documents all schedules for training and other events. Reviews and monitors training schedules for compliance with paragraph 3b, above.

(c) Provides statistical reports regarding room usage, occupancy, etc., and makes recommendations to increase the efficiency of classroom usage.

(d) Provides training in the Automated Instructional Management System-Personal Computer (AIMS-PC) to department users.

(e) Schedules activities, classes, etc., that are outside the responsibility of the individual teaching departments (i.e., Civilian Personnel Advisory Center training, college classes, meetings, parades, etc.). Coordinates evening and weekend dates with the respective primary user.

(f) Resolves room scheduling conflicts, between departments, based on priorities stated in paragraphs 4a and 4b, above.

(g) Receives reports of policy noncompliance and initiates corrective actions.

(h) Provides training location, numbers, events, etc., to the Dean, AHS.

(i) Maintains database of room usage and availability to assist departments and outside agencies with room requests.

(j) Schedules the DASQA classrooms (2121, 2122, 2202, 2205, 2206, and 2403A & B) and distance learning classrooms (2105A, 2105B, 2105C, and

0501 (AMEDD Executive Skills Tech Center [AESTC])). Also schedules Blesse Auditorium (1500) and the LTC Bart Nelson Coers (COERS) Conference Room (2407).

(2) Classroom Support Section, TSSB, DASQA.

(a) Maintains accountability of all equipment assigned to TSSB classrooms (see paragraph 4b(1)(j), above) and the Classroom Support Section.

(b) Assists departments with maintenance checks and services on audiovisual equipment.

(c) Provides support for additional internal and external audio-visual requirements as personnel staffing and resources permit. Notifies the Visual Information Division, Information Technology Business Center, AMEDDC&S and FSH, of events in Blesse Auditorium requiring media support and equipment.

(d) Provides ceremonial support as requested.

(e) Maintains condition/environment of Blesse Auditorium, COERS Conference Room, and general classrooms managed by the TSSB (see paragraph 4b(1)(j), above).

(f) Augments the janitorial service contract by providing cleaning services in stairwells and other common areas.

(g) Initiates and processes work orders for TSSB-managed classrooms. Coordinates work orders for common areas with the designated building managers.

(h) Assists primary users, upon request and when possible, to maintain classrooms.

c. Departments/activities.

(1) Provide designated point of contact for classroom scheduling to the TSSB.

(2) Enforce all policies pertaining to scheduling, usage, and maintenance of classrooms. Report discrepancies regarding room use to the TSSB as soon as the discrepancy is noted.

(3) Ensure department scheduling personnel receive training in the AIMS-PC system.

(4) Maintain key accountability.

(5) Adhere to priority for room usage when responding to requests from outside the department.

(6) Maximize room usage within department resources. Coordinate additional room requests with other departments and the TSSB.

(7) Maintain room condition to include, but is not limited to, the following:

(a) Furniture and all equipment.

(b) Walls and floors.

(c) Chalkboards and other fixtures.

(d) Cleanliness and orderliness.

(e) Obtain approval from the Office of the Dean for modifications affecting space, configuration, or room use.

(f) Regular contract cleaning will remain. Cleaning equipment (i.e., vacuum, mop, broom) for special needs may be borrowed and returned to the Classroom Support Section.

(8) Submit work orders to the designated building managers or the designated representative. In the absence of either, the request will be submitted to the Chief, Classroom Support Section, who will submit and track the work order. All work orders requesting duplicate keys must be submitted to the AMEDDC&S Provost Marshal.

(9) Submit and maintain up-to-date copies of appointment orders for all primary and alternate key control custodians to the AMEDDC&S Provost Marshal, in accordance with paragraph 3a of this circular. Ensure the Provost Marshal has access to an override key for all cipher-locked entries.

(10) Submit all training schedules and transportation requests to the TSSB at least 6 weeks prior to class start date. Annotate command interest training events on schedules. Any schedule change that affects a transportation requirement must be submitted to the TSSB at least 2 days prior to execution of the requirement. Transportation requests/changes, with less than 24 hours notice and after normal duty hours, must be coordinated directly with the Transport Branch, Transportation Division, Readiness and Logistics Business Center (RLBC), AMEDDC&S and FSH.

(11) Maintain classroom integrity.

(a) Departments are not authorized to reconfigure spaces that permanently affect the number of students that can be accommodated in a classroom (as documented in Appendix A). Requests for reconfiguration or room assignment changes must be forwarded by memorandum, from the department, through DASQA, to the Dean, AHS.

(b) Classrooms may not be used for storage or administrative space.

(c) Promptly report to the TSSB, discrepancies noted as a result of loaning a room to another element.

(d) Loss or misplacement of property from classrooms should be reported to the department noncommissioned officer in charge for resolution. Unresolved issues should be reported to your Installation Property Book Officer at the Supply and Services Division, RLBC, AMEDDC&S and FSH, to determine appropriate referral action (i.e., Provost Marshal, 15-6 Investigation, etc.).

(12) Make recommendations to the AHS Space Utilization Committee regarding classroom requirements and requests for modifications to the standard configuration.

**APPENDIX A**  
**PRIMARY ROOM ASSIGNMENTS**

<b>PRIMARY ROOM ASSIGNMENTS</b>				
<b>Department/ Activity</b>	<b>Scheduling POC &amp; Telephone Number</b>	<b>Room</b>	<b>Capacity</b>	<b>Type</b>
Academic Support and Quality Assurance (MCCS-HS)	Ms. Bergstedt, 221-6629	1500 (Blesse Auditorium)	500	Auditorium
		2121	24	Tables/Chairs
		2122	52	Tables/Chairs
		2202	70	Tables/Chairs
		2206	70	Tables/Chairs
		2407 (COERS Room)	42	Conference Room/ Videoteleconference
	Ssg Currie, 221-8816	2205	55	Arm Chairs
		2403A	18	Tables/Chairs
		2403B	18	Tables/Chairs
Center for Health- care Education and Studies (MCCS-HR)	Ms. Pryor, 221-6443	2207	60	Tables/Chairs
		2312	60	Tables/Chairs
Clinical Support Services (MCCS-HC)	SFC Pritchett, 221-8709	2117	32	Arm Chairs
		2120	40	Tables/Chairs
		2304	37	Arm Chairs
		2308	60	Arm Chairs
		2309	60	Arm Chairs
Dental Science (MCCS-HD)	Ssg Carrasco, 221-7740	3303	40	Tables/Chairs
		3307	40	Tables/Chairs
Distance Learning Services (MCCS-HL)	Mr. Gutierrez or Mr. Armstrong, 221-6400	1406	16	Distance Learning (DL)
		1407	16	Digital Training Facility (DTF)
		Rm 101, Bldg 2840	16	DL DTF
	Ms. Gravett, 221-6147	2103	22	DL DTF
	Mr. Robinson, 221-8138	2113	35	Learning Resource Lab
				Videoteletraining

\* All rooms are located in building 2841 unless otherwise stated.

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<b>Department/ Activity</b>	<b>Scheduling POC &amp; Telephone Number</b>	<b>Room</b>	<b>Capacity</b>	<b>Type</b>
Preventive Health Services (MCCS-HP) (cont.)	Mr. Rodriguez, 221-7519	3305 3308 3503	40 40 32	Tables/Chairs Tables/Chairs Tables/Chairs
Veterinary Science (MCCS-HV)	SSG Willis, 295-1023	Rm 20, Bldg 325 Rm 33, Bldg 325 Rm 39, Bldg 325 Bldg 2657	36 36 24 20	Tables/Chairs Tables/Chairs PC Lab Tables/Chairs
AMEDD Noncommissioned Officers Academy (MCCS-N)	SFC Corlew, 221-3015	Bldg 902 Bldg 902 (A,B,C,D) Bldg 1397 Bldg 1397 Bldg 1397	65 16 4/18 each 8/16 each 4/14 each	Tables/Chairs Small Group Small Group Small Group Small Group
Center Brigade (MCCS-A)	Mr. Anderson, 221-4083	Evans Theater	450	Arm Chairs
U.S. Army Medical Command (MCCG)	221-6802	Wood Auditorium, Bldg 2792 Rm 229, Bldg 2792	150 30	Chairs Conference Room/ Videoteleconference

AMEDDC&S and FSH Cir 350-00

MCCS-HS

FOR THE COMMANDER:

OFFICIAL:

/S/  
LUCY S. PEREZ  
Secretary of the General Staff

/S/  
GREGORY D. STYLES  
MAJ, MS  
Adjutant General

DISTRIBUTION:  
B, plus:  
15-MCCS-HSM  
30-MCCS-H  
5-MCCS-BHR-AS (Pubs Stockroom)  
2-MCCS-BHR-AS (Mrs. Walker)